

SUPPLEMENTAL JOB DESCRIPTION

Classification: DORMITORY SUPERVISOR I

Function Code: 3720-095

Position Title: Dormitory Supervisor I

Date Established: 8/15/88

Position Number: 9TEMP

Date of Last Amendment: 01/06/06

SCOPE OF WORK: To supervise dormitory and clients while maintaining security of clients and building, managing safety and health issues at Multiple DWI Intervention Detention Center, a 34-bed minimum-security facility.

ACCOUNTABILITIES:

Supervises a Dormitory and insures the correct social conduct and welfare of the residents.

Maintains daily log of activities of building and clients delineating whereabouts of clients and quest, attendance at group meetings, monitor evening and breakfast meal activity.

Provides transportation to and from correctional facilities, as necessary, on weekly basis and transport any minor medical appointments to walk-in clinic or hospital.

Answers incoming telephone calls and provides general program information in the evening to court personnel, other social agencies and the general public.

Checks rooms and assigns duties to ensure that clients maintain suitable living standards, that the facility is maintained in proper and safe order and clients attend required activities.

Provides assistance as needed in all areas of program operation including housekeeping, intake process, classroom activities, support staff and kitchen as directed by management.

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MINIMUM QUALIFICATIONS: See Class Specifications for Dormitory Supervisor I.

License/Certification: Eligibility for Driver's License to meet job accountability.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES: I have reviewed this job description for content.

Reviewer's Name, Title & Position #:

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Name and Signature

Date

Supervisor's Name, Title, & Position #: Linda Parker, Supervisor III, #19030

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved

SUPPLEMENTAL JOB DESCRIPTION

Classification: DORMITORY SUPERVISOR II

Function Code: 3721-095

Position Title: Dormitory Supervisor II

Date Established: 8/15/88

Position Number: 9TEMP

Date of Last Amendment: 01/06/06

SCOPE OF WORK: To monitor dormitory activities and ensure the correct social conduct and welfare of the clients in the area of MOP operations relative to coordination of support activities, classroom monitoring, and assistance.

ACCOUNTABILITIES:

- Supervises a Dormitory and insures the correct social conduct and welfare of our clients.
- Assists clients in successfully completing tasks required by counselors and educators.
- Transport clients to and from correctional facilities, hospital, etc, as needed.
- Assists in day-to-day support activities at Multiple Offender Program, backs up as needed as in answering phones, booking incoming clients, disseminating accurate information to the Courts, Department of Corrections, and the public. Also assists clients as needed, and fills in as directed, in all arrears of program operation.
- Reinforces client compliance with behavioral expectations and treatment plans.
- Monitors and performs maintenance and housekeeping activities.
- May contact family members, community providers, law enforcement or health providers regarding clients.
- Conducts staff meetings for consistent dissemination of information to improve communication flow and overall team effort.
- Assists with vehicle maintenance, and transportation runs, and assists with volunteers.

MINIMUM QUALIFICATIONS: See Class Specifications for Dormitory Supervisor II.

SPECIAL QUALIFICATIONS: Must possess a valid driver's license in the state in which the employee resides, with appropriate endorsements required for the type of vehicle being operated. Must possess or successfully complete a Defensive driving Course as approved by the New Hampshire Safety Council within the first six (6) months of employment. As a condition of and prior to hire, the applicant must have verified their current New Hampshire driving record supplied by the Dept. of Safety, Division of Motor Vehicles indicating no major traffic violations.

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SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, title & Position #: _____

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title & Position #: Linda Parker, Supervisor III, #19030

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved